

**Subject: Fees and Charges 2018/19**

Report to: Policy and Resources Committee 28 November 2017  
Full Council 14 December 2017

Report by: Finance Director

**SUBJECT MATTER/RECOMMENDATIONS**

**This report outlines for approval the schedule of fees and Charges for the 2018/19 financial year.**

**Recommendation:**

That Council be recommended to agree to the schedule of fees and charges for 2018/19 as detailed in Appendix A of the report.

**1. INTRODUCTION AND BACKGROUND**

- 1.1. The Council approved a fees and charges policy in December 2014. This policy was agreed as part of the financial planning and transformation work stream to provide a framework within which the Council's fees and charges would be set annually as part of the budget setting process. Income from fees and charges provides a key source of income to the Council for the provision of its services.
- 1.2. Operating within a fees and charges policy provides a clear framework for setting the annual fees and charges for services provided by the Borough Council. There will be occasions when decisions around the setting of fees and charges need to be made that are outside of the policy, for example in response to local factors which influence demand for a service. A recent example would be the consideration of changes to the two-day market fees by Policy and Resources Committee in October 2017. There needs to be clear reasons for making changes outside of the policy and these would need to take into account the longer term income generation opportunities.
- 1.3. The setting of the fees and charges annually provides a key element of the annual budget setting process to inform the service income budgets which will also take into account local demand and other local factors. In addition the future financial projections will take into account planned increases to fees and charges in line with the current policy to provide estimates on the level of future income.
- 1.4. The policy sets out some criteria and rationale for the annual changes to fees and charges which largely covered an annual increase of RPI plus 2% for the period until 2020. There are exceptions to this including the following:
  - 1.4.1. Where fees are statutory and are therefore outside the scope of control for the Council to set;

- 1.4.2. Where fees are set within national rules for cost recovery, for example land charges and building control;
- 1.4.3. Fees and charges subject to separate reviews and form part of the 2018/19 savings and additional income proposals.

## **2. FEES AND CHARGES PROPOSALS FOR 2018/19**

- 2.1. The proposed fees and charges for 2018/19 are included at Appendix A to the report. In line with the fees and charges policy the fees included in the schedule have been increased by RPI plus 2%, this equates to an increase of 5.9%, based on RPI being 3.9% at September 2017. For administration the proposals will have been rounded as applicable for example where charges are reliant upon change such as car parking charges.
- 2.2. The reason for presenting for approval the fees and charges ahead of the detailed budget report in February is to allow accurate forecasting of income over the coming months to be included in the budget for 2018/19 and future projections and also to allow implementation time of changes as applicable.
- 2.3. There are a number of fee and charges proposals which are still under review or have been subject to separate reports for approval by committees. The following outlines those which are still to be confirmed.
- 2.4. The Market fees have been subject to a separate review which included a reduction of the two day market fees as recommended by Policy and Resources Committee in October 2017, the current proposal (as reflected in the appendix) reflects this. The winter charges are due to be reconsidered later in the year.
- 2.5. Members will recall that the fees and charges structure for the crematorium was reviewed as part of the 2017/18 and a revised pricing structure approved which reflected new slots for cremation services. In response to the in-year reduction of income for the crematorium (which is also partly due to reduced deaths in the County), further review has been carried out and a proposal for a low-cost funeral option has been recommended to the Environment Committee depending on the outcome the fees and charges will be updated accordingly.
- 2.6. A fees schedule for advertising in the Borough News for 2018/19 is being developed and will be reported as part of the further budget work.
- 2.7. Licencing fees and charges for 2018/19 are maintained at the current rate and will be reviewed to understand the cost recovery implications of the service.
- 2.8. Planning fees are currently set by government, the housing white paper previously proposed increases to planning fees of 20% by July 2017, although these have not

yet been implemented due to the statutory regulations not yet being implemented. A further review of locally set planning fees will be completed as part of the budget process.

### **3. FINANCIAL IMPLICATIONS**

- 3.1. The financial implications from the proposed changes will be factored into the detailed service budgets for 2018/19 and used to inform the future financial projections.

### **4. RISK IMPLICATIONS**

- 4.1. There is a risk of non-delivery of budgeted income from the fees and charges for example as a result of a reduction in demand for a service, an element of this risk is mitigated by the informed calculation of the income budgets taking into account known local and national factors and also current and past trends.
- 4.2. Where the level of income is related to service demand there are factors that are outside of the control of the Council, for example the impact that weather can have on the level of car parking income, or confidence in the economy on planning application income. A prudent approach is taken to the setting of these income budgets and the more significant demand income budgets, for example car parking fee income and planning income are closely monitored during the year.
- 4.3. The level of income from fees and charges is reviewed during the year in terms of delivery of income targets as part of the budget monitoring process and therefore future charges could be subject to change to mitigate any financial risks.
- 4.4. The general reserve includes an allowance for fluctuations in income from demand led services which can be used to mitigate significant impacts during the year of reductions in income, although this should not be seen as a long term source of mitigation.

### **5. CONCLUSIONS**

- 5.1. The proposed fees and charges for 2018/19 have been calculated based on the current fees and charges policy and where there are opportunities to deliver additional income to help reduce the future financial gap that the Council is facing.
- 5.2. The proposals will be factored into the detailed budget for 2018/19 which will be brought forward for Member approval in February 2018. In addition the future financial implications from 2018/19 will be used to inform the later financial projections for the Council.

## 6. RECOMMENDATIONS

- 6.1. That Council be recommended to agree to the schedule of fees and charges for 2018/19 as detailed in Appendix A of the report.

## 7. BACKGROUND PAPERS

- 7.1. Fees and Charges Policy as approved in December 2014.  
7.2. Current (2017/18) fees and charges.

*Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?*

Area for consideration	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	Report Author
Existing Council Policies:	Fees and Charges Policy
Financial Implications:	Included in the detail of the report
Legal Implications (including human rights):	N/A
Risk Implications:	Included in the detail of the report
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

# **Fees and Charges 2018 - 2019**

## **Fees and Charges 2018/19**

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† Indicates Fees and Charges inclusive of VAT

## Fees & Charges Crematorium and Cemeteries 2018/19

	2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
<b>CREMATION CHARGES</b>		
NB: From 01 April 2018 the Medical Referee Fee of £25 is included in the Cremation Fee. The fee also includes an Environmental Charge of £65 The use of the Wesley Music System is included.		
The following charges relate to cremation:		
Non-viable foetus or stillborn child	No Charge	No Charge
The body of a child not exceeding four years of age at time of death	No Charge	No Charge
The body of a child of four years, but not exceeding twelve years at the time of death	No Charge	No Charge
The body of a person whose age at the time of death exceeded twelve years	<b>See below:</b>	<b>See below:</b>
For Service times: 08:15, 08:45, 16:00 and 16:30 (30 minutes)	720.00	750.00
For Service times 09:15, 10:00, 10:45, 11:30, 12:15, 13:00, 13:45, 14:30, 15:15 (45 minutes)	760.00	790.00
Funeral Director No Attendance (arrangements required, no service) - delivery by agreement	480.00	510.00
Saturday Services details on request		
50% cancellation fee will apply to cremations cancelled within 48hrs of the service		
<b>Additional Charges</b>		
Scattering of cremated remains from another Crematorium in the lawn area	187.50	125.00
Scattering of cremated remains from this Crematorium in the lawn area, with relatives and an officer in attendance	86.00	90.00
Scattering of cremated remains from this Crematorium in the lawn area	56.00	59.50
Hire of Crematorium Chapel:		
For Burial / Memorial Service	123.50	131.00
Extension of half an hour for Cremation Service	123.50	150.00
Hire of Crematorium Chapel only	260.00	275.50
Temporary retention of ashes, after first four weeks, per month	22.50	24.00
Ash containers (bronze urns)	22.50	24.00
Baby bio-degradable box urn	No Charge	No Charge
Bio-degradable box urn	No Charge	No Charge
Additional Certificate of Cremation	17.50	19.00
Certified extract from Register of Cremations	17.50	19.00
† Pall bearers (each) (VAT included in fee 2018-19)	28.50	30.50
† Audio recording of the service presented on USB or CD (VAT included in fee 2018-19)	62.50	TBC
The use of the Wesley Music System is provided		
<b>Dedications</b>		
† Two line entry (VAT included in fee 2018-19)	87.50	87.50
† Five line entry (VAT included in fee 2018-19)	124.00	124.00
† Eight line entry (VAT included in fee 2018-19)	165.00	165.00
† Five line entry with flower illustration or similar (VAT included in fee 2018-19)	184.00	184.00
† Five line entry with heraldic device (VAT included in fee 2018-19)	199.00	199.00
† Eight line entry with flower illustration or similar (VAT included in fee 2018-19)	199.00	199.00
† Eight line entry with full heraldic device or crest (VAT included in fee 2018-19)	356.00	356.00
<b>Memorial Cards</b>		
† Two line entry (VAT included in fee 2018-19)	19.50	19.50
† Five line entry (VAT included in fee 2018-19)	24.70	24.70
† Eight line entry (VAT included in fee 2018-19)	43.00	43.00
† Five line entry with flower illustration or similar (VAT included in fee 2018-19)	68.00	68.00
† Eight line entry with flower illustration or similar (VAT included in fee 2018-19)	84.50	84.50
† Five line entry with heraldic device (VAT included in fee 2018-19)	92.00	92.00
† Eight line entry with full heraldic device or crest (VAT included in fee 2018-19)	108.50	108.50
<b>Memory Books</b>		
† Two line entry (VAT included in fee 2018-19)	68.00	68.00
† Five line entry (VAT included in fee 2018-19)	75.00	75.00
† Eight line entry (VAT included in fee 2018-19)	84.50	84.50
† Five line entry with flower illustration or similar (VAT included in fee 2018-19)	108.50	108.50
† Eight line entry with flower illustration or similar (VAT included in fee 2018-19)	116.50	116.50
† Five line entry with heraldic device (VAT included in fee 2018-19)	134.00	134.00
† Eight line entry with full heraldic device (VAT included in fee 2018-19)	151.00	151.00
NB: For each additional entry in Velum book - as in Memorial Cards above inclusive of postage and packing		
<b>Memorial Garden (including provision of Bronze Plaque)</b>		
<b>Ten year dedication period</b>		
† Shrub (VAT included in fee 2018-19)	133.00	282.00
† Standard Rose (VAT included in fee 2018-19)	156.00	330.00
† Double Plaque (to replace single) (VAT included in fee 2018-19)	68.00	72.50
† Embossed motif (from selection) on bronze plaque (VAT included in fee 2018-19)	17.50	19.00
† Postage and packing of expired memorial plaque (VAT included in fee 2018-19)	7.00	7.50

## Fees & Charges Crematorium and Cemeteries 2018/19

	2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
<b>Memorial Tree (including provision of Bronze Plaque)</b>		
<b>Ten year dedication period</b>		
† Ten year dedication period (VAT included in fee 2018-19)	390.00	420.00
† Renewal - ten year dedication period (VAT included in fee 2018-19)	232.00	250.00
<b>Individual Memorial Seat (including provision of Bronze Plaque)</b>		
<b>Ten year dedication period</b>		
† Six foot seat (VAT included in fee 2018-19)	1,060.00	1,123.00
† Additional bronze plaque (VAT included in fee 2018-19)	118.00	195.00
† Renewal for ten year dedication period (VAT included in fee 2018-19)	233.00	250.00
<b>Individual Wall Plaques</b>		
<b>Ten year dedication period</b>		
† Bronze plaque - black with gold lettering (VAT included in fee 2018-19)	161.00	170.50
† Renewal of existing plaque - 10 year dedication period (VAT included in fee 2018-19)	107.00	113.50
† To add additional name or request new plaque to replace existing (new 4 line plaque) (VAT included in fee 2018-19)	80.00	85.00
<b>Polished Sterling Grey Granite Memorial Vase Kerbs</b>		
<b>Ten year dedication period</b>		
† Granite Memorial Vase Kerbs with 6 line inscription (VAT included in fee 2018-19)	402.50	418.50
† To add additional name (new 6 line granite plate) (VAT included in fee 2018-19)	121.00	126.00
† Renewal - 10 year dedication period (VAT included in fee 2018-19)	308.00	320.50
<b>Hexagonal Sandstone Tower with Granite Plaque</b>		
<b>Ten year dedication period</b>		
Granite memorial plaque with 6 line inscription	166.50	176.50
New plaque for additional name to be added	112.50	119.50
Renewal of existing plaque for ten year period	112.50	119.50
<b>Sanctum 2000 above ground vaults</b>		
<b>Twenty year lease period</b>		
20 year lease of granite vault and black granite plaque and lettering (up to 80 letters) first interment and first posy vase	965.00	965.00
Decorative motifs/floral tribute on plaque (samples & price on request)		
Cameo photograph arranged and fixed to plaque (4cm x 3cm)	111.50	116.00
Cameo photograph arranged and fixed to plaque (7cm x 5cm)	134.00	139.50
Heart shaped cameo photo, arranged and fixed to plaque	179.00	186.00
Replacement of black granite plaque (excluding photograph) up to 80 letters	357.00	371.00
Additional letters (per letter)	3.15	3.50
Repainting of current plaque price on request (dependent on characters and motifs)		
<b>Sanctum Panorama above ground vaults</b>		
<b>Twenty year lease period</b>		
20 year lease of granite vault and black granite plaque and lettering (up to 80 letters) first interment and first posy vase		
Top level:	868.00	902.00
Mid level:	836.00	869.00
Lower level:	783.00	814.00
Cameo photograph arranged and fixed to plaque (4cm x 3cm)	112.50	117.00
Cameo photograph arranged and fixed to plaque (7cm x 5cm)	134.00	139.50
Heart shaped cameo photo, arranged and fixed to plaque	179.00	186.00
Replacement of black granite plaque (excluding photograph) up to 80 letters	357.00	371.00
Additional letters (per letter)	3.15	3.50
Repainting of current plaque price on request (dependent on characters and motifs)		
<b>Buxton Bench</b>		
<b>Twenty year lease period</b>		
20 year lease Granite bench with two recesses for plaque, including one 7' x 5' engraved memorial plaque	1,020.00	850.00
Second plaque	112.50	117.00
Renewal of 10 year lease	471.00	489.50
<b>Ornamental Memorial Tree in Garden of Remembrance</b>		
<b>Twenty year lease period</b>		
Ornamental tree with plaque including inscription and motif, on a 20 year lease	645.00	670.50



## Fees & Charges Crematorium and Cemeteries 2018/19

	2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
<b>CEMETERY CHARGES</b>		
<b>Interment Charges</b>		
<b>The following charges relate to burial of persons resident within the Borough area at the time of death:</b>		
The body of a stillborn child or child whose age at the time of death did not exceed one month	No Charge	No Charge
The body of a child whose age at the time of death exceeded one month, but did not exceed twelve years	No Charge	162.00
The body of a person whose age at the time of death exceeded twelve years	618.50	643.00
<b>The following charges relate to the burial of persons who are not resident within the Borough are at the time of death:</b>		
The body of a stillborn child or child whose age at the time of death did not exceed one month	123.00	128.00
The body of a child whose age at the time of death exceeded one month, but did not exceed twelve years	156.00	162.50
The body of a person whose age at the time of death exceeded twelve years	1,067.50	1,109.50
<b>Additional Charges</b>		
Burial at 9' depth	123.50	131.00
For excavation for caskets	123.50	131.00
Excavation for 9' x 4' walled graves (not including construction of walls)	190.00	201.50
Larger excavations - prices upon request		
For burial at 3pm or after	56.50	60.00
<b>Interment of cremated remains</b>		
In a grave for which Exclusive Right of Burial has been granted		
The body of a child not exceeding four years of age at the time of death	39.50	50.00
The body of a child of four years but not exceeding twelve years at the time of death	56.00	60.00
The body of a person whose age at the time of death exceeded twelve years (resident)	195.50	207.50
The body of a person whose age at the time of death exceeded twelve years (non-resident interred into new grave)	385.00	408.00
The body of a person whose age at the time of death exceeded 12 yrs (non-resident interred into occupied grave)	195.50	207.50
Double interment of cremated remains (resident)	208.00	220.50
Double interment of cremated remains (non-resident interred into occupied grave)	208.00	220.50
<b>Exhumation Charges</b>		
† Exhumation of body of any age (VAT included in fee 2018-19)	1,628.00	1,724.50
† Exhumation of cremated remains (VAT included in fee 2018-19)	234.00	248.00
<b>Reinterment Charges</b>		
Charges for each reinterment in accordance with normal fees		
<b>Purchase of Exclusive Right of Burial - 50 years</b>		
Purchase by resident of the Borough: (Temporary memorial free upon request for the first interment)		
Earthen grave 9'x4'	695.00	736.50
Earthen grave 2'x2' (ashes)	470.00	498.00
Earthen grave 4'x2' (Child up to age of four)	83.50	150.00
Purchase by <b>non resident</b> of the Borough: (Temporary memorial free upon request for the first interment)		
Earthen grave 9'x4'	1,170.50	1,240.00
Earthen grave 2'x2' (ashes)	780.00	826.50
Earthen grave 4'x2' (Child up to age of four)	134.00	142.00
† Temporary memorial (including carriage) (VAT included in fee 2018-19)	61.00	65.00
<b>Monuments and Gravestones</b>		
From 1st April 2018 there will be an administration charge for the permission to erect a memorial on all plots in all cemeteries.	62.00	100.00
Where the Exclusive Right of Burial was purchased before 1st April 1989, a monument fee of £90.00 shall be paid.		
On safety grounds, no memorial constructed of wood, glass, china or plastic material, with the exception of the approved design for temporary memorials issued by the Council, shall be placed on any grave and all memorials shall conform to the requirements		

## Fees & Charges Crematorium and Cemeteries 2018/19

	2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
<b>Supplementary Charges</b>		
Search Fee for Burial Registers (excluding genealogy enquiries) (per entry)	36.50	39.00
Indemnity Form (where owner is unable to produce original purchase Deed)	19.00	20.50
Fee for transfer of Deed of Exclusive Right	38.50	41.00
Fee for transfer of Deed of Exclusive Right (Deed not available)	61.50	65.50
† Genealogy enquires per hour or part thereof (VAT included in fee 2018-19)	39.00	41.50
Selection of new grave or cremated remains plot (Officer in attendance)	45.00	48.00
Search for grave on behalf of family or funeral director, by officer	45.00	48.00
† Administrative Fee (for preparation/production/amended/duplication of paperwork) (VAT included in fee 2018-19)	22.50	24.00
(NB - fee non-refundable, if after search grave is not located)		

## Fees & Charges DEFRA 2018/19

**PLEASE NOTE:** The following fees have been prescribed by the Government.

Website address: <http://www.defra.gov.uk>

Type of Charge	Type of process			
<b>Application Fee</b>	Standard Process	£1,579		
	Additional fee for operating without a permit	£1,137		
	Reduced fee activities (except VRs)	£148		
	PVR I & II combined	£246		
	Vehicle refinishers (VRs)	£346		
	Reduced fee activities: Additional fee for operating without a permit	£68		
	Mobile screening and crushing plant	£1,579		
	for the third to seventh applications	£943		
	for the eighth and subsequent applications	£477		
	Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts			
<b>Annual Subsistence Charge</b>	Standard process Low	£739 (+£99)*		
	Standard process Medium	£1,111 (+£149)*		
	Standard process High	£1,672 (+£198)*		
	Reduced fee activities Low / Medium / High	£76	£151	£227
	PVR I & II combined	£108	£216	£326
	Vehicle refinishers Low / Medium / High	£218	£349	£524
	Mobile screening and crushing plant, for first and second permits L / M / H	£618	£989	£1,484
	for the third to seventh permits L / M / H	£368	£590	£884
	eighth and subsequent permits L / M / H	£189	£302	£453
	Late payment Fee	£50		
	* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation			
	Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts			
<b>Transfer and Surrender</b>	Standard process transfer	£162		
	Standard process partial transfer	£476		
	New operator at low risk reduced fee activity	£75		
	Surrender: all Part B activities	£0		
	Reduced fee activities: transfer	£0		
	Reduced fee activities: partial transfer	£45		
<b>Temporary transfer for mobiles</b>	First transfer	£51		
	Repeat following enforcement or warning	£51		
<b>Substantial change</b>	Standard process	£1,005		
	Standard process where the substantial change results in a new PPC activity	£1,579		
	Reduced fee activities	£98		

## Fees & Charges DEFRA 2018/19

### LAPPC mobile plant charges

Number of permits	Application fee	Subsistence fee		
		Low	Med	High
1	£1,579	£618	£989	£1,484
2	£1,579	£618	£989	£1,484
3	£943	£368	£590	£884
4	£943	£368	£590	£884
5	£943	£368	£590	£884
6	£943	£368	£590	£884
7	£943	£368	£590	£884
8 and over	£477	£189	£302	£453

### LA-IPPC charges

NB - every subsistence charge in the table below includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation

Type of Charge	Local authority element
Application	£3,218
Additional fee for operating without a permit	£1,137
Annual Subsistence LOW	£1,384
Annual Subsistence MEDIUM	£1,541
ANNUAL Subsistence HIGH	£2,233
Substantial Variation	£1,309
Transfer	£225
Partial transfer	£668
Surrender	£668

### Key

Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.

Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW.

### Newspaper advertisements

Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs.

### Environment Agency Subsistence Fees for Discharge to Controlled Waters

Charge band	Applicability	Charge
<b>A</b>	Where permit conditions contain numerical water discharge limits other than for the pollutants or parameters listed in bands B and C	£2,270
<b>B</b>	Where permit conditions contain numerical water discharge limits for BOD, COD <sup>1</sup> or ammonia	£760
<b>C</b>	Where permit conditions contain numerical limits for water flow, volume, suspended solids, pH, temperature, or oil or grease	£222
<b>D</b>	Where conditions are included in a permit which do not fall within any of the descriptions in bands A-C (e.g. descriptive conditions)	£66

There is no extra fee payable to the Environment Agency where quarterly payments are made.

## Fees & Charges Environmental Health 2018/19

	2017/18 Charges	2018/19 Charges
<b>Local Licences</b>		
Skin Piercing and Tattooists		
Skin piercing (registration) + 1 personal licence	280.00	297.00
Convention per Individual	62.00	66.00
or Event fee - whichever is the Greater	224.00	237.50
Pet Shop (Annual)	112.00	119.00
Riding Establishment (Annual) (Vet charges are recoverable)	197.00	209.00
Dog Breeding (Annual)	112.00	119.00
Dangerous Wild Animals (Annual)	112.00	119.00
Dangerous Wild Animals New Application Animal Boarding (Annual)	112.00	119.00
<b>Zoo</b>		
Application	218.00	231.00
Grant	90.00	95.50
Renewal (Vet charges are recoverable)	302.00	320.00
<b>Food/Water Samples</b>		
Upon request	Cost Recovery	Cost Recovery
<b>Commercial Health Certificates</b>		
Authorisation	12.00	13.00
Preparation and authentication	23.00	24.50
Port Health	5.00	5.50
<b>Food Premises Register</b>		
Copy of an entry	10.00	11.00
Copy of register	770.00	815.50
Request for information (plus VAT)	76.00	80.50
NOTE: The Food Premises Register is available free to view at the offices, however, if a copy of the full register or a single entry is required please see charges above.		
<b>House in Multiple Occupation Licence</b>		
House in Multiple Occupation Licence Application - Standard 5	470.00	TBC
Units of accommodation: Each Additional Unit at	29.00	TBC
House in Multiple Occupation Renewal of Licence - Standard 5	425.00	TBC
Units of accommodation Each Additional Unit at	29.00	TBC
Variation of a Licence	112.00	TBC
Follow up costs (e.g. due to incomplete information, failure to respond to requests etc) to be charged at an extra cost at time actually spent. Officer time per unit is £44.00 inclusive of administration and VAT.		
<b>Housing Act 2004</b>		
Recovery of costs re Enforcement Notices	337.00	357.00
Failure to provide smoke alarms	5,000.00	5,000.00
Failure to provide carbon monoxide alarms	5,000.00	5,000.00

## Fees & Charges Environmental Health 2018/19

	2017/18 Charges	2018/19 Charges
<b>Scrap Metal Dealer Licence Fees</b>		
Site Licence		
- New	278.00	294.50
- Renewal	257.00	272.50
- Variation	112.00	119.00
Collectors Licence		
- New	168.00	178.00
- Renewal	146.00	155.00
- Variation	112.00	119.00
<b>Bulky Items</b>		
Collection of Bulky Items by Order:		
1 Item	12.00	13.00
3 Items	17.00	18.50
<b>Public Health Act Funerals</b>		
Administration and Officer rate - flat fee (inclusive of VAT)	470.00	498.00
Out of Borough Excess Cost Recovery	53.00	
<b>Dog Warden - Fees</b>		
Contractors Fee for Collection and Kennelling per dog (Recharges include VAT)	Cost recovery	Cost recovery
Statutory Fee	25.00	25.00
<b>Pest Control</b>		
Mouse and Rat Control and Extermination Fee ( <i>Exlcuding VAT</i> )	37.50	40.00
<b>Ship Sanitation Charges</b>		
<i>These fees are set by the Association of Port Health Authorities - prices are subject to change and the prescribed charges will be adopted once published)</i>		
These fees are set by the Association Of Port Health Authorities.		
Gross Tonnage Charge (£)		
Below 1,001	79.00	79.00
From 1,001 to 3,000	116.00	116.00
3,001 - 10,000	177.00	177.00
10,001 - 20,000	235.00	235.00
20,001 - 30,000	299.00	299.00
Over 30,000	355.00	355.00
With the exception of:		
Vessels with the capacity to carry between 50 and 1,000 persons	369.00	369.00
Vessels with the capacity to carry more than 1,000 persons	636.00	636.00
Over 1,000 persons Extentions	54.50	54.50
Extra charges may be added for exceptional costs such as launch hire, lengthy journeys to the port or laboratories, out of hour visits and samples taken.		
<b>Mobile Homes Act 2013</b>		
<b>Costs of New Application</b>		
1-5 pitches	220.50	234.00
6-24 pitches	236.25	250.50
25-99 pitches	252.00	267.00
100+ pitches	283.50	300.50
<b>Annual Inspection Fees</b>		
1-3 pitches	NIL	NIL
4-5 pitches	126.00	133.50
6-24 pitches	189.00	200.50
25-99 pitches	252.00	267.00
100+ pitches	283.00	300.00

**Fees & Charges Garden Waste 2018/19**

		2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
<b>Garden Waste Bins &amp; Bags</b>			
Initial Annual bin collection fee - one bin		54.96	58.50
Initial Annual bin collection fee - two bin		94.34	100.00
Initial Annual bin collection fee - three bin		133.72	142.00
Renewal of Annual bin collection fee - one bin		42.24	45.00
Renewal of Annual bin collection fee - two bin		61.92	66.00
Renewal of Annual bin collection fee - three bin		82.60	87.50
New Bins		12.85	20.00
Additional / Replacement Bins		19.20	20.00
Pick up cost			
	one bin	1.75	2.00
	additional bin	0.90	1.00
Brown Waste Bags			
	12 bags	19.50	21.00
	24 bags	39.00	41.50
<b>Administration Fees</b>			
Replacement or extra bins		30.00	32.00
Provision of bins at new properties		50.00	53.00

## Fees & Charges Community Alarm Service - 'Yarecare' 2018/19

	2017/18 Charges	2018/19 Charges
<b>Community Alarm Service - 'Yarecare'</b>		
<b>Private</b>		
Alarm monitoring service - per week (plus VAT)	1.25	1.30
Alarm monitoring service - per month (plus VAT)	5.40	5.62
Alarm monitoring service - per annum (plus VAT)	65.00	67.54
Alarm unit rental - per week (inc monitoring) (plus VAT)	2.86	2.97
Alarm unit rental - per week (inc monitoring) (plus VAT)	12.41	12.90
Alarm unit rental - per quarter (inc monitoring) (plus VAT)	37.41	38.87
Alarm unit rental - per annum (inc monitoring) (plus VAT)	149.65	155.49
Yare Care Installation Charge (plus VAT) - within Borough	35.00	35.00
Yare Care Installation Charge (plus VAT) - outside of Borough	40.00	40.00
<b>Council</b>		
Alarm monitoring service - per week (plus VAT)	1.35	1.40
Alarm unit rental - per week (inc monitoring) (plus VAT)	2.99	3.10
Alarm unit rental - per annum (inc monitoring) (plus VAT)	149.65	155.49
From 01 April 2012 - Yare Care Installation Charge (plus VAT)	35.00	36.37



**Fees & Charges Land Searches 2018/19**

	<b>2017/18 Charges</b>	<b>2018/19 Charges</b>
<b>Local Land Charge Fees</b>		
Local Search	11.25	11.25
Local Standard Enquiry	135.25	135.25
<b>County</b> Q2; Q22 and Rights of way	13.40	13.40
Local Search (LLC1) additional parcel of land	0.00	-
Standard Enquiries (CON29) additional parcel of land (non-commercial)	13.90	13.90
Standard Enquiries (CON29) additional parcel of land (commercial)	13.90	13.90
<b>Additional Enquiries</b>		
Optional enquiry (Part 2)	9.55	9.55
Optional enquiry (Part 3)	9.55	9.55
<b>Personal Searches</b>		
Statutory Personal Search Fee	no charge	no charge
Additional parcel of land	no charge	no charge
Fee for an assisted Personal Search	44.60	44.60
Copy of Planning Permission Notice (plus VAT)	5.80	5.80

## Fees & Charges Market 2018/19

		2017/18 Charges		2018/19 Charges	
		per metre	per foot	per metre	per foot
<b>Two Day Market - charges</b>					
Summer (April to September)		7.74	2.35	1.64	0.50
Winter (October to March)		3.58	1.09	TBC	TBC
Casual - Summer (April to September)		11.61	3.28	2.13	0.65
Casual - Winter (October to March)		5.37	1.63	TBC	TBC
<b>Six Day Market - charges per stall type</b>					
Types of stall: Hot Food - 1		721.50	Monthly Charge	721.50	Monthly Charge
Groceries		487.50	Monthly Charge	487.50	Monthly Charge
Dry Goods		536.25	Monthly Charge	536.25	Monthly Charge
Hot Food - 2		682.50	Monthly Charge	682.50	Monthly Charge
<b>Friday and Other Markets - charges</b>					
Up to 10 foot/ 3 Metres		10.00	(based on £1 per foot)	10.00	(based on £1 per foot)
Up to 20 foot/ 6 Metres		20.00		20.00	
Up to 30 foot/ 9 Metres		30.00		30.00	
Charity Barrow Fee		FREE		FREE	
Craft Barrow Fee		10.00	Daily Charge	10.00	Daily Charge

**Fees & Charges Market Fairs 2018/19**

		<b>2017/18 Charges</b>	<b>2018/19 Charges</b>
	Costs based of square metres		
Category	Attractions Description:		
<b>A</b>	Roundabouts over 25ft (7.62m) in diameter or any other machinery or apparatus, whether operated by electricity, steam, hand or other means	2.65	2.65
<b>B</b>	Roundabouts less than 25ft (7.6sm) in diameter, power operated		
	Hooplas, Spinners and games of similar nature	4.75	4.75
<b>C</b>	Non-mechanical operated Hooplas, Swinging boats, Booths, Shows and Exhibitions and Refreshments kiosks	3.15	3.15
<b>D</b>	Dart stalls, Coconut-shy, Shooting Galleries and other Shooting Games	1.60	1.60
	<b>Minimum Charge</b>	31.50	31.50

**Fees & Charges Filming and Photography 2018/19**

	<b>2017/18 Charges</b>	<b>2018/19 Charges</b>
New charge in 2018/19		
Filming and photography permit	N/A	30.00
Notice of no objection for filming and photography	N/A	30.00

**Fees & Charges Licensing 2018/19**

	2017/2018 Charges	2018/19 Charges
<b>HACKNEY CARRIAGES</b>		
First class hackney carriage and private hire vehicle	230.00	230.00
Second class hackney carriage	250.00	250.00
Transfer of Landau Vehicle Licence	60.00	60.00
Private hire operator (5 years) - covers any number of vehicles	300.00	300.00
Private hire vehicle	230.00	230.00
Drivers licence (3 years) - to be ratified by Council February 2016	150.00	150.00
Drivers licence (1 year issue for exceptional circumstances)	95.00	95.00
Transfer of vehicle licence	60.00	60.00
Knowledge test	15.00	15.00
Badges/Crests (included within costs)		
<b>SEX ESTABLISHMENTS</b>		
Grant of annual licence	2,000.00	2,000.00
Renewal of annual licence (unless objections received/referred to Committee)	500.00	500.00
Transfer of annual licence	800.00	800.00
<b>GAMBLING ACT 2005 LICENCES</b>		
<b>Large Casino</b>		
New	10,000.00	10,000.00
Annual fee	10,000.00	10,000.00
Variation	5,000.00	5,000.00
Transfer	2,150.00	2,150.00
Reinstatement	2,150.00	2,150.00
Provisional Statement	10,000.00	10,000.00
Licence Application (Prov. Holders)	5,000.00	5,000.00
<b>Existing Casinos</b>		
New		
Annual fee	1,540.00	1,540.00
Variation	1,440.00	1,440.00
Transfer	980.00	980.00
Reinstatement	980.00	980.00
Provisional Statement	N/A	N/A
Licence Application (Prov. Holders)	N/A	N/A
<b>Betting premises</b>		
New	2,100.00	2,100.00
Annual fee	470.00	470.00
Variation	1,050.00	1,050.00
Transfer	830.00	830.00
Reinstatement	830.00	830.00
Provisional Statement	2,100.00	2,100.00
Licence Application (Prov. Holders)	830.00	830.00
<b>Betting (Tracks)</b>		
New	1,830.00	1,830.00
Annual fee	520.00	520.00
Variation	890.00	890.00
Transfer	680.00	680.00
Reinstatement	680.00	680.00
Provisional Statement	1,830.00	1,830.00
Licence Application (Prov. Holders)	680.00	680.00

**Fees & Charges Licensing 2018/19**

	<b>2017/2018 Charges</b>	<b>2018/19 Charges</b>
<b>Bingo premises</b>		
New	2,560.00	2,560.00
Annual fee	630.00	630.00
Variation	1,250.00	1,250.00
Transfer	830.00	830.00
Reinstatement	830.00	830.00
Provisional Statement	2,560.00	2,560.00
Licence Application (Prov. Holders)	830.00	830.00
<b>Adult Gaming Centre</b>		
New	1,460.00	1,460.00
Annual fee	639.00	639.00
Variation	730.00	730.00
Transfer	830.00	830.00
Reinstatement	830.00	830.00
Provisional Statement	1,460.00	1,460.00
Licence Application (Prov. Holders)	830.00	830.00
<b>Family Ent. Centres</b>		
New	1,460.00	1,460.00
Annual fee	520.00	520.00
Variation	730.00	730.00
Transfer	680.00	680.00
Reinstatement	680.00	680.00
Provisional Statement	1,460.00	1,460.00
Licence Application (Prov. Holders)	680.00	680.00
<b>Copy Licence</b>	15.00	15.00
<b>Notification of Change</b>	30.00	30.00

## Fees & Charges Pay & Display Car Parks 2018/19

		2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
<b>Town Centre Car Parks - Short Stay</b>			
Howard Street (Palmers)			
	Up to 4 hours - cost per hour	1.00	1.00
	Over 4 hours (previously over 5 hours)	7.50	7.90
	Evenings from 4pm	Free	Free
	Sundays normal hourly rate to a maximum	2.70	2.90
	Overnight (6pm to 8am)	Free	Free
King Street			
	Up to 4 hours - cost per hour	1.00	1.00
	Over 4 hours (previously over 5 hours)	7.50	7.90
	Evenings from 4pm	Free	Free
	Sundays normal hourly rate to a maximum	2.70	2.90
	Wednesday 12pm to 4pm	Free	Free
Market Place			
	Up to 4 hours - cost per hour	1.00	1.00
	Over 4 hours	7.50	7.90
	Evenings from 4pm	Free	Free
	Sundays normal hourly rate to a maximum	2.70	2.90
	Overnight (6pm to 8am)	Free	Free
Stonecutters			
	Up to 4 hours - cost per hour	1.00	1.00
	Over 4 hours	7.50	7.90
	Evenings from 4pm	Free	Free
	Sundays normal hourly rate to a maximum	2.70	2.90
	Overnight (6pm to 8am)	Free	Free
George Street			
	Up to 4 hours - cost per hour	1.00	1.00
	Over 4 hours	7.50	7.90
	Evenings from 4pm	Free	Free
	Sundays normal hourly rate to a maximum	2.70	2.90
	Overnight (6pm to 8am)	Free	Free
	Wednesday 12pm to 4pm	Free	Free
Brewery Plain			
	Up to 4 hours - cost per hour	1.00	1.00
	Over 4 hours (previously over 5 hours)	7.50	7.90
	Evenings from 4pm	Free	Free
	Sundays normal hourly rate to a maximum	2.70	2.90
	Overnight (6pm to 8am)	Free	Free
	Wednesday 12pm to 4pm	Free	Free
Greyfriars			
	Up to 4 hours - Cost per hour	1.00	1.00
	Over 4 hours	7.50	7.90
	Evenings from 4pm	Free	Free
	Sundays normal hourly rate to a maximum	2.70	2.90
	Overnight (6pm to 8am)	Free	Free
<b>Town Centre Car Parks - Long Stay</b>			
Fullers Hill			
	Up to 4 hours - Cost per hour	1.00	1.00
	Over 4 hours	4.30	4.60
	Evenings from 4pm	Free	Free
	Sundays normal hourly rate to a maximum	2.70	2.90
	Overnight (6pm to 8am)	Free	Free

## Fees & Charges Pay & Display Car Parks 2018/19

	2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
<b>Seafront Car Parks - Long Stay</b>		
St Nicholas - Closed in Winter		
Up to 4 hours (1 April to 31 October inclusive)	4.90	5.20
Over 4 hours (1 April to 31 October inclusive)	7.50	8.00
North Drive - Closed in Winter		
Up to 4 hours (1 April to 31 October inclusive)	4.90	5.20
Over 4 hours (1 April to 31 October inclusive)	7.50	8.00
<b>Seafront Car Parks - Short Stay</b>		
Euston Road		
Summer - Cost per hour, first 2 hours	2.00	2.20
Summer - Cost per hour, after 2 hours	2.60	2.80
Winter - Cost per hour	1.00	1.10
Overnight (9pm to 8am)	1.00	1.00
Anchor Gardens		
Summer - Cost per hour, first 2 hours	2.00	2.20
Summer - Cost per hour, after 2 hours	2.60	2.80
Winter - Cost per hour	1.00	1.10
Overnight (9pm to 8am)	1.00	1.00
Jetty North		
Summer - Cost per hour, first 2 hours	2.00	2.20
Summer - Cost per hour, after 2 hours	2.60	2.80
Winter - Cost per hour	1.00	1.10
Overnight (9pm to 8am)	1.00	1.00
Jetty South		
Summer - Cost per hour, first 2 hours	2.00	2.20
Summer - Cost per hour, after 2 hours	2.60	2.80
Winter - Cost per hour	1.00	1.10
Overnight (9pm to 8am)	1.00	1.00
<b>Other Car Parks</b>		
Gorleston High Street		
All year cost per hour, first 2 hours	0.30	0.40
All year cost per hour, after 2 hours	0.60	0.70
Resident passes per quarter	17.25	18.30
<b>Caister</b>		
Summer - cost per hour or part thereof	0.70	0.70
Winter - cost per hour or part thereof	0.00	0.00
Resident passes per quarter	17.25	18.30
<b>Season Tickets</b>		
Season Ticket Fullers Hill (Monday to Friday only) and Beach Coach Station per month	32.00	34.00
Season Ticket excluding Palmers, Marina, Euston Road, Empire, Jetty North & South (per month)	75.00	78.00
Reserved bays (Seafront) per Annum	550.00	580.00
<b>Rover Tickets</b>		
Weekly	27.00	28.60
<b>Penalty Charge Notices (1)</b>		
Payment received within 14 days	35.00	35.00
Payment received after 14 days	70.00	70.00
<b>Penalty Charge Notices (2)</b>		
Payment received within 14 days	25.00	25.00
Payment received after 14 days	50.00	50.00
<b>BEACH COACH STATION</b>		
<b>Cars</b>		
Summer - peak tariff up to 4 hours (1 April to 31 October)	4.80	5.10
Summer - peak tariff over 4 hours (1 April to 31 October)	7.50	8.00
Winter - per day	1.00	1.10
Overnight (9pm to 8am)	1.00	1.00



**Fees & Charges Pay & Display Car Parks 2018/19**

		<b>2017/18 Charges (where applicable VAT at 20%)</b>	<b>2018/19 Charges (where applicable VAT at 20%)</b>
<b>Coaches</b>			
	All year - bay fee up to 3 hours	4.90	5.20
	All year - daily ticket	8.60	9.20
	All year - weekly ticket	47.80	51.00
<b>Lorries</b>			
	All year - per 12 hour period	12.00	13.00
<b>Solo Motor Cycles and Scooter</b>			
	In designated area only	No Charge	No Charge
<b>Left Luggage</b>			
	Per Item	N/A	N/A
<b>Resident Advantage Card</b>			
	Advantage Card available to residents only	2.60	2.60

## Fees & Charges Sport and Leisure 2018/19

	2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
<b>PITCH AND PUTT</b>		
<b>Bure Park (18 hole)</b>		
Adult - per round	5.70	6.10
Concession - per round	3.80	4.10
<b>Book of 10 Rounds</b>		
Adults - per book	42.00	44.50
Concessions - per book	28.20	29.90
Lost ball charge	1.25	1.40
Deposit on Equipment (returnable)	3.00	3.00
Pencils	No Charge	No Charge
<b>ALL TENNIS COURTS</b>		
<b>Courts</b>		
Adults - per person per hour	2.60	2.80
Concessions - per person per hour	1.80	2.00
Organised clubs - per person per hour	1.80	2.00
<b>Equipment</b>		
Deposit per person (returnable)	5.00	5.00
Lost ball charge	1.10	1.20
<b>PUTTING GREENS</b>		
<b>Gorleston Cliffs (9 hole)</b>		
Adult - per round	2.40	2.60
Concession - per round	1.60	1.70
Pencils	No Charge	No Charge
<b>Equipment</b>		
Deposit per putter	1.25	1.40
<b>Petanque</b>		
Adults - per person per hour	1.50	1.60
Concessions - per person per hour	1.10	1.20
Floodlights per piste per hour	No Charge	No Charge
(Seasonal fee for club by arrangement)		

## Fees & Charges Sport and Leisure 2018/19

	2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
<b>ALL BOWLING GREENS</b>		
<b>Green Fees</b>		
Adult - per hour (incl woods)	3.60	3.90
Concession - per hour (incl woods)	2.50	2.70
<b>Book of 10 x 1 hour tickets</b>		
Adult	25.60	27.20
Concession	17.60	18.70
<b>Book of 20 x 1 hour tickets</b>		
Adult	43.20	45.80
Concession	29.40	31.20
<b>Equipment</b>		
Hire of woods and/or footwear per hour	No Charge	No Charge
Deposit per person	6.00	6.40
<b>Personal locker hire</b>		
- per week	3.30	3.50
- per season	17.00	18.10
<b>Kitchen facilities</b>		
Use of kitchen facilities up to 4 hours	No Charge	No Charge
Use of kitchen facilities - deposit	16.20	17.20
<b>Club Bookings Monday to Saturday only</b>		
Per rink per 2 hours (minimum of 2 rinks)	13.40	14.20
Club bookings to cover ONLY league or cup fixtures and clubs' internal tournaments. For all other matches including touring sides, rink charges will be £11.50 for all greens.	14.50	15.40
<b>Great Yarmouth Festival of Bowls Tournament</b>		
Entrance fee per person per competition	5.40	5.80
<b>FOOTBALL &amp; RUGBY</b>		
<b>All teams based at Council pitches will have season tickets.</b>		
<b>Season Tickets</b>		
<b>(for a maximum of 14 home matches or 17 if paid through the relevant league)</b>		
Adult	484.00	512.60
18 years old and under	237.50	251.60
<b>Casual Matches</b>		
Adult	56.70	60.10
18 years old and under	36.60	38.80
<b>Training</b>		
Per team per two hour session	27.70	29.40
Beaconsfield flood lit area per two hour session	30.10	31.90
<b>Football at Wellesley Recreation Ground</b>		
Great Yarmouth Town FC	6,000.00	6,354.00
School team per match	39.55	41.90
Other teams per match	70.00	74.20
All use of floodlights in addition	53.90	57.10
<b>Professional matches by negotiation</b>		

## Fees & Charges Sport and Leisure 2018/19

	2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
<b>Athletics at Wellesley Recreation Ground</b>		
Great Yarmouth & District AC (incl floodlights)	5,070.00	5,369.20
<b>ATHLETIC MEETINGS</b>		
<b>Borough of Great Yarmouth Clubs and Schools</b>		
- Half Day	62.00	65.70
- Full Day	120.00	127.10
<b>Other groups and clubs</b>		
- Half Day	87.70	92.90
- Full Day	175.20	185.60
<b>Casual Use</b>		
Monday to Friday (10.00am to 4.00pm)	No Charge	No Charge
<b>All other times</b>		
Adult	No Charge	No Charge
Concession	No Charge	No Charge
<b>Multi-Sports Area (Wellesley) per hour</b>		
Monday to Friday (9.00am to 4.00pm)	15.20	16.10
All other times	29.00	30.80
(Charge includes floodlights)		
<b>Wellesley Kitchen Facilities</b>		
Facilities	No Charge	No Charge
Deposit - except Gt Yarm FC and Gt Yarm Athletics Club	12.60	13.40
<b>CRICKET</b>		
<b>Casual Matches</b>		
Monday to Friday	60.70	64.30
Saturday	69.90	74.10
Sunday	79.90	84.70
<b>Synthetic Pitch</b>		
Monday to Friday	54.30	57.60
Saturday	61.80	65.50
Sunday	67.50	71.50
<b>Club League and Cup Fixtures</b>		
Monday to Friday	40.30	42.70
Saturday	50.30	53.30
Sunday	58.00	61.50
<b>Miscellaneous</b>		
Barbecues (normal opening times)	23.30	24.70
<b>Camping - Cobholm playing field including use of pavilion</b>		
Per person per night	4.70	5.00
Minimum charge per night	45.20	47.90
<b>Fetes and similar events</b>		
Hire of recreation ground (in addition to any commercial concessions)	120.00	127.10

**Concession tickets** - are available for children of 16 years and under, persons of 60 years and over, recipients of Job Seekers Allowance, Incapacity Benefit, Attendance Allowance, Family Credit, Rent Rebate, Rent Allowance, Council Tax Benefit and Invalid Care Allowance.

**Block Bookings** - the Leisure Management Contractor and the Client Officer may jointly negotiate a fee for a large number of bookings for bowling rinks, petanque rinks, tennis courts and cricket pitches.

**Bank Holidays** - usage of facilities will be charged at the Sunday rate (where applicable).

## Fees & Charges Town Hall 2018/9

	2017/18 Charges		2018/19 Charges	
	Mon-Fri	Weekends & Bank Holidays	Mon-Fri	Weekends & Bank Holidays
<b><u>Council Chamber</u></b>				
<b>Marriage Room Charges</b>				
Council Chamber	£285.00	£520.00	302.00	551.00

A 20% Non-returnable deposit is required for above bookings

<b><u>Council Chamber</u></b>				
<b>Private, Public and Commercial (Weekdays 08:00-18:00)</b>	<b>Half Day</b>	<b>Per Day</b>	<b>Half Day</b>	<b>Per Day</b>
Minimum of 3 hours (plus VAT)	£160.00	£260.00	169.50	275.50
<b>Private, Public and Commercial (Evenings 18:00-00:00)</b>	<b>Per Hour</b>	<b>Minimum Charge</b>	<b>Per Hour</b>	<b>Minimum Charge</b>
Minimum of 3 hours (plus vat)	£105.00	£315.00	111.50	334.00
<b>Private, Public and Commercial (Weekends and Bank Holidays)</b>	<b>Half Day</b>	<b>Minimum Charge</b>	<b>Half Day</b>	<b>Minimum Charge</b>
Minimum of 3 hours (plus vat)	£260.00	£780.00	275.50	826.50

### **Rambouillet Room/Supper Room/ Nelson Room/Atrium**

<b>Private, Public and Commercial (Weekdays 08:00-18:00)</b>				
Hourly rate				
<b>Private, Public and Commercial (Evenings 18:00-00:00)</b>	<b>Half Day</b>	<b>Minimum Charge</b>	<b>Half Day</b>	<b>Minimum Charge</b>
Minimum of 3 hours (plus vat)	£105.00	£315.00	111.50	334.00
<b>Private, Public and Commercial (Weekends and Bank Holidays)</b>	<b>Per Hour</b>	<b>Minimum Charge</b>	<b>Per Hour</b>	<b>Minimum Charge</b>
Minimum of 3 hours (plus vat)	£260.00	£780.00	275.50	826.50

**NOTE** *Subsidised and Charities Rate = 25% discount on all above: Rooms will only be available Mon-Thu at these rates.*

*All prices exclude VAT.*

A 50% deposit will be required at the time of booking. Outstanding balance will be paid within 14 days after the event

Where the room is required by a customer before or after the main period of booking, and during normal working hours, the following additional daily charge will apply:

- Private, Public & Commercial (plus VAT)
- Subsidised & Charities (plus VAT)

On Request  
On Request

On Request  
On Request